

EUREKA TRAINING MANUAL

- I. The Eureka Training Manual is changed as follows:
Remove pages listed below and insert revised pages.

Remove Old

Insert New

CHAPTER TWO

37 thru 38

Same

II. **SIGNIFICANT CHANGES**

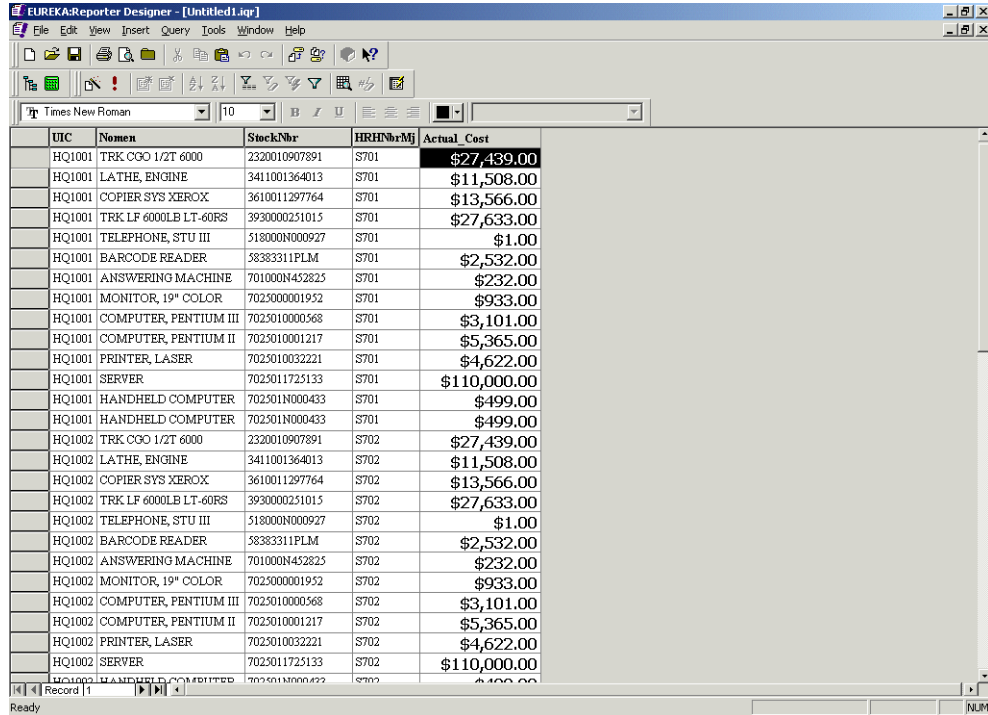
Revision represents new changes/corrections.

Deleting Columns

If you decide that you do not want a column to be displayed in your query, you can simply delete it.

1. Highlight the **Bar Cd** by clicking once in the heading area.
2. Depress the **Delete** key on your keyboard.

Example of the finished report:



UIC	Nomen	StockNbr	HRH/NbrMj	Actual_Cost
HQ1001	TRK CGO 1/ZT 6000	2320010907891	S701	\$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	\$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	\$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	\$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	\$1.00
HQ1001	BARCODE READER	58383311PLM	S701	\$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	\$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	\$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	\$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	\$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	\$4,622.00
HQ1001	SERVER	7025011725133	S701	\$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	\$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	\$499.00
HQ1002	TRK CGO 1/ZT 6000	2320010907891	S702	\$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	\$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	\$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	\$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	\$1.00
HQ1002	BARCODE READER	58383311PLM	S702	\$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	\$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	\$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	\$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	\$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	\$4,622.00
HQ1002	SERVER	7025011725133	S702	\$110,000.00

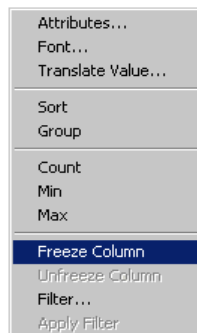
Freezing/Unfreezing Column Headings

When your query has numerous columns, it may be impossible to view them all at one time. Freezing a column(s) helps you identify the content(s) of the row(s). When you freeze a column(s), they are moved to the left-most position of your query. As you scroll to the right, the column(s) that you freeze will stay in place, but the other columns will move. Unfreezing will return your query to its original state.

1. Using the table below, add the following fields:

Serial_Hand_Receipt	Serial NbrFund Cd
	Loc
Unit	Activity Name

2. Highlight the **HRH Nbr Mjr** field by clicking once in the heading area.
3. **Right-mouse** click to display the shortcut attributes menu.
4. Select **Freeze Column**.



The HRH Nbr Mjr field is moved to the left-most position and there is a fine blue line separating the frozen column with the unfrozen columns.

5. Scroll to the right.

Notice how the HRH Nbr Mjr field does not move but the other fields move.